

Cell Organelle Trading Card Assignment

Your assignment is to make a "trading card" for each cell organelle (make one for each cell organelle on your [Cell Table](#) handout). The trading card will feature a picture of the organelle on one side and information about it on the other. Then, you will compare the organelle to a part of your school.

Here's where you use your *Cell Organelle Research Worksheet*. The side opposite of the picture should include:

- a. The name of your organelle.
- b. Where it is found.
- c. What it does.
- d. Something that performs the same function

PLEASE NOTE: The information that you use for the text part of your trading cards MUST BE IN YOUR OWN WORDS! DO NOT, I repeat, DO NOT cut and paste text. If the text is NOT in your own words, you will get a zero for this assignment. Plagiarism (copying other people's work and claiming it as your own) is NEVER ACCEPTABLE!!!

Making a Trading Card (ONLY ONE ORGANELLE PER TRADING CARD)

1. Click on START. Open Microsoft Word from the PROGRAM file.
2. Choose New from the File menu (you may have to select blank document).
3. Choose TABLE, INSERT, TABLE.
4. Choose 2 columns and 1 row. ACCEPT.
5. Select the table on your document with the cursor.
6. Go to TABLE, TABLE PROPERTIES.
7. Select BORDERS and SHADING.
8. Pick your style for the border. Next, select the style of your border (you can scroll down to see many styles). Click OK

9. Place cursor in row on your table and space down 18 returns.

10. Begin to add text and pictures.

*Note: You must have **at least** one space between each set of cards. To do this, you must leave **at least** one space between each table.*

Adding a Picture to one side

After you have found a picture on the Internet using the websites on the WebQuest, here's how you copy a picture to your file.

1. Right click on the picture.
2. Select "Copy."
3. Go to the side you are going to put the picture on.
4. Click "Paste."

To finish

Here's how you save a copy of your completed trading cards:

- Select Save As.
- The name of the file is your name.
- Find the pull down bar (by Save in).
- Pull the bar down to sccommon.
- Select Hill folder.
- Select Organelle Trading Cards folder.
- Select the file for your hour.
- Save your file.
- Print a copy of your trading cards. Cut them out and fold them in half. Glue them together. ***MAKE SURE YOUR NAME IS ON EACH CARD!***